

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4130 **TITLE:** TRAFFIC ENFORCEMENT OFFICER I **GRADE:** P-11

DEFINITION:

Under general supervision, enforces parking ordinances in residential and commercial locations which do not require police authority; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Employees in this class patrol areas around Metro Transit parking lots and other targeted locations in the police district to which assigned to enforce applicable the parking ordinances. As necessary, employees also serve as School Crossing Guards during staff shortages.

ILLUSTRATIVE DUTIES:

Enforces applicable parking ordinances in and around Metro parking lots (e. g., handicapped zones and fire lanes);
Enforces the residential permit parking ordinance in the vicinity of Metro facilities and schools;
Enforces the street side parking ordinance on public roads;
Answers questions from and provides assistance to citizens;
Testifies in court cases concerning citations which are contested or unpaid;
Identifies possible criminal activity by observing surroundings and either deters vandals/thieves or summons police officers to investigate;
Transports and operates SMART Radar Trailer;
Serves as a School Crossing Guard as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of County and State parking ordinances;
Skill in observing surroundings and identifying suspicious activity;
Ability to make decisions and enforce laws, ordinances, and regulations;
Ability to understand and follow oral and written instructions;
Ability to deal tactfully with the public;
Ability to think and act quickly in emergency situations;
Ability and willingness to work in inclement weather.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

NECESSARY SPECIAL REQUIREMENTS:

Must be at least 21 years old at time of appointment;

Requires the status of Special Police Officer, or the ability to obtain such status within three months of appointment;

Must successfully complete a criminal background investigation and a polygraph examination prior to appointment;

Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor;

Must be of good character and reputation;

Must have good hearing and vision.

REVISED: March 30, 2001
REVISED/RETITLED: May 24, 1999
ESTABLISHED: December 11, 1989